

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
June 9, 2008**

**PRESENT:** TOM CLOW, CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN; WENDY CLARK, VICE CHAIRMAN; (in at 7:14)

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Chief Richards, Chief Begin,

**7:00 p.m. Chairman Clow called the meeting to order.**

**MANIFESTS**

**Chairman Clow moved, Selectman Kurk seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated June 12, 2008. Passed 2-1-1**

<b>Accounts payable</b>	<b>\$585,471.79</b>	(Weare School Dis. \$441,556.00 & Pine Hill Bond \$96,780.02)
	<b>\$3,080.00</b>	(last minute requests to pay)
<b>Gross Payrolls</b>	<b>\$44,456.11</b>	(includes Credit Union, Taxes)
	<b>\$5,873.62</b>	(Fire Monthly)
	<b><u>\$646.51</u></b>	<b>(3 Forest Fires)</b>
<b>Total</b>	<b>\$639,528.03</b>	

Selectman Butt said he knows the Board is really concerned with the budget and are trying to nickel and dime all spending. He has noticed things in the payables that concern him. There is a bill for the Police Department for \$277 to 77 Motors. Selectman Butt said this bill comes after the discussion to have all the maintenance of town vehicles done by the Highway Department. He also noticed a receipt in which a coupon was used towards a free picnic wine tote set and a beach bag set. Chairman Clow said the person used a coupon when they went to Staples and the amount was added than subtracted. Chairman Clow feels this was a private coupon and he knows this doesn't look right on a Town's invoice. Selectman Kurk said she asked Ms. Tina Connor and she was told that Staples sends coupons to the departments as bonuses or incentives. Selectman Kurk said these items, that didn't cost any money, should then be property of the town. Selectman Kurk said the coupon was specifically for these free items. Mr. Fred Ventresco said Staples gives them these coupons and some items are of no use to the town. Selectman Butt asked what they do with these items. Mr. Ventresco said some of the items are in the closet. Selectman Butt said they should decide what happens with these free items.

Chief Begin said he went to 77 Motors because the Highway Department was not open. Chief Begin commented on needing a battery, which the Highway Department cannot supply. It was discussed oil changes should be done at the Highway Department. Chief Begin said he will look into the coupon issue and commented that in year's past they would save these free items for giveaways. He will get a copy of the invoice and look into the situation.

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Chief Richards said Mr. Westcott came over to the Fire Department and worked on the door, it is still broken, but they can open it. Chief Richards said the quote he received to fix the damaged door is \$2,250 or \$2,950 to replace the door and opener with a heavier door from Ron Westcott. Chief Richards also received a quote for \$2,696 from Tombs Door to replace the door, get a heavy duty opener, weather stripe and side lock. Chief Richards is not sure of the exact details and has not compared both bids. Chief Richards said they had trouble with the forestry door, which Mr. Westcott repaired last week for \$75.00. Selectman Butt asked if these are installers and if there is a common place they purchase the doors from. Vice Chairman Clark said Rainor Door installs doors and gave her a good price. Chairman Clow said they need to make sure they get a commercial quality door and feels spending \$2,250 to repair what is there would make no sense if they can get a commercial door for a few hundred more. Selectman Lacasse commented on not knowing what the Tombs door was and recommends Chief Richards go to a site where both companies have installed the door they are suggesting. Selectman Kurk asked if the door would come with a guarantee. Chief Richards said it would most likely have a 1 year warranty. Chairman Clow said they should make sure that they can go back to the manufacturer in the future to purchase the same doors. Selectman Butt agrees with Selectman Lacasse's suggestion to go and see the doors both companies are recommending. Selectman Butt said at some point in time they will have to replace all the doors. Chief Richards assumes the bid includes installation. Chairman Clow would also like to see the doors seen by Chief Richards to see exactly what they would be paying for. Chairman Clow knows this is urgent, but they want to do this right. Chief Richards said at this time they turned the forestry truck around to gain better access. Chief Richards will contact Mt. Vernon Fire Department because they just built a new building and will get information from them regarding purchasing the doors. Selectman Lacasse said the companies that quoted the Fire Department should be able to point them in the direction of where to go view a door.

Chief Richards said he took photos and emailed them to the Board regarding the fence around the Pine Hill fire pond. The fence was pushed over do to plowing the snow. Chief Richards wants to know if they should have Mr. Knapp repair the fence or look for someone to repair it. Selectman Butt asked what would happen next year to the fence when the area is plowed. Chief Richards said it is a liability to not have the fire ponds surrounded by fence. Selectman Butt would like to know from Mr. Knapp what happened and if it would happen again next year when plowing. Chief Richards asked Mr. Ventresco to contact the insurance company to see if they need to have a fence around the fire pond. It was discussed this fire pond is in a heavy traveled area. Chief Richards said this did not show up on his report last fall and knows this was done over the winter.

Chief Richards would like to meet with Mr. Ventresco on Friday regarding the purchasing policy.

**BUDGET DISCUSSION** – Selectman Lacasse said he put together a spreadsheet regarding the budget which includes what has been spent, what was left and the anticipated deficit. There is an \$80,180 total budget deficient representing 1.89% of the total budget. Selectman Lacasse used the spread sheet to pull 2% reduction from just about every budget line and came up with a suggested bottom line budget for all departments. For the highway and transfer station he added in the anticipated deficit and then added 2%. He said this was his pass on how to handle the budget overage and is open to suggestions. Chairman Clow asked Selectman Lacasse if his proposal rules out going to DRA. Selectman Lacasse said it does rule DRA out. Selectman Butt feels they should go to DRA and does not agree with cutting from each department. Selectman Butt said the deficit is around \$62,000 and feels they should ask DRA for close to this amount and they should wait until the end of July. Chairman Clow is concerned with waiting until the end of July and feels if they are going in that direction then he would like to do it soon. Chairman Clow said Selectman Lacasse's proposal takes \$23,000 from the Police Department and commented that department's budget is made up primarily of salaries. Selectman Lacasse said he would like to get comment back from all department heads and use his proposal as a springboard for discussion purposes. Chairman Clow said he does not want any department heads to get angry about cutting their budgets. Chairman Clow said he has doubts that this plan could be done.

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Selectman Butt feels the department heads are given a new proposal every week. Selectman Butt feels the direction needs to come from Mr. Ventresco and Ms. Connor about what is needed for the remainder of the year. Selectman Butt feels now going back to the department heads and asking them to cut further and go through this exercise is not real. Selectman Butt does not feel the Board is firm enough in their decision or with the numbers to make a decision. Selectman Butt said there were years that the Board was probably in a worse situation than \$62,000. Selectman Lacasse said waiting could be more painful, the earlier they start looking the better and more prudent and feels this proposal is a place to start. Selectman Lacasse feels there is a lack of leadership. Selectman Butt wants to know the difference between the Finance Administrators numbers and his numbers. Selectman Lacasse said his numbers are from 5/31/08 and now it is June 9. Selectman Butt feels commented that after looking at one time expenses given to them from Ms. Connor he feels the numbers are a bit skewed. Selectman Butt said he feels it is too early to contact department heads and feels they, as a Board, need to determine what the number is that is needed to get them through the year. Selectman Butt said he trusts the person whose responsibility it is to know these numbers. Chairman Clow said he does not want to have department heads go through an exercise for nothing. But if they go to DRA and ask for the authority to ask for \$60,000 then they need to go back to the department heads and say this is what they need to make up, so keep this in mind. Chairman Clow said he agrees they leave it up to department heads on how to spend their budget but maybe telling them would make them more conservative. Chairman Clow said this bothers him because the expenditures are all in people and benefits. Chairman Clow wants to protect the employees. Selectman Butt feels this is the BOS's problem and feels it should not lay on the responsibility of the department heads.

Vice Chairman Clark said if they are on a default budget and the voters think they can still get by this could continue to happen. Selectman Lacasse said they can cut services to let the public know that default budgets do not work. Selectman Butt commented on someone saying they are going to cut services but feels the default budget is what they have to work with. Selectman Lacasse said if they continue to keep cutting and still provide services then the town does not think they need more funds.

Chairman Clow said commented on increased fuels and energies and then weather using up a good share of what they put into the budget, they should be focusing on how to recoup that amount. Selectman Butt said there are line items in Mr. Knapp's budget for tires and equipment repair which have probably been there for many years. Vice Chairman Clark said they keep taking from this line and that line and they are losing track of where the funds were. Selectman Butt said after 2-5 years of defaults you are working on budgets from many years past. Selectman Butt said it is there obligation to provide the services.

Selectman Kurk said none of them like the default budget but it does have restrictions. The formula is clear, the money is the same as last year, the voters know that the budget is skimpy and the voters know that things will have to be skimmed. Selectman Butt said no one said to the voters that cuts would have to happen. Selectman Butt said it raises questions between the default and proposed budget and feels the argument is loosely defined. Selectman Butt feels purchasing tires is an obligation. Selectman Lacasse said it is up to the department heads. Selectman Lacasse commented on the hours of the transfer station and possibly closing it for a couple of days to be able to purchase tires. Selectman Butt said that won't do any good unless you lay people off.

Selectman Butt said they were told before they were not allowed to include the increase in fuel in the default. Chairman Clow said had they gone to DRA before setting the default. Selectman Butt said DRA does not have anything to do with the default. Selectman Kurk said a lot of other Boards are struggling like them or worse. Chairman Clow said because this is not a regular meeting he does not want them to make any decisions but would like the Board to make a decision by next week, June 19<sup>th</sup>, if they will be going to DRA. Selectman Lacasse would like to see another set of numbers on what is covered throughout the year. Selectman Lacasse commented on 1.83% = \$62,000 under where they are supposed to be for the year. Selectman Butt said they need to have a common set of numbers and then compare them. Selectman Kurk hears what Selectman Butt is saying and for non essential things she was able to come up with \$62,000 within the budget.

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Mr. Ventresco said Ms. Connor and him will look at the numbers Selectman Lacasse has and compare them to the numbers he has. Mr. Ventresco asked the Board what exactly they are looking for with the numbers. Selectman Butt feels they are looking for guidance from Mr. Ventresco. Selectman Lacasse said the format he came up with is easy to follow. Selectman Butt needs to know what the one time expenditures are/were and what they need to spend for the rest of the year. Vice Chairman Clark discussed the postage expense. Selectman Butt said the Selectman's postage disbursement has not been made to other departments yet. Chairman Clow said they don't know what disbursements still need to be made. It was discussed they also need to look at revolving funds.

Selectman Kurk said they asked a number of times for the contract from the Fire Department for the raises. Mr. Ventresco said he asked several times and was told there are meeting minutes somewhere that show the decision. Vice Chairman Clark said they really need to push the fact to the Fire Department they need to produce the minutes for their raises. Selectman Kurk said the argument states it is contractual and she would like to see the contract.

Selectman Butt said he went through the Town Office budget and there is 39.6% of the budget remaining for the rest of the year; if you consider one time expenditures there really is 79% left.

Mr. Ventresco said some department heads heard their discussion and are still unsure about the spending restriction. Chairman Clow said they are in a default budget, each person knows what they need to do, their responsibility is to plan to be within the bottom line of their budget and it would not be unrealistic to ask them to come in below their bottom lines. Mr. Ventresco said the department heads were confused because the Board said they didn't remember pulling back the strings on spending. Chairman Clow said they are putting the responsibility back to where it belongs. Vice Chairman Clark said they have all been here and they all know for every action there is a reaction and consequence and the department heads are held responsible and then ultimately the Board. Vice Chairman Clark said they need to spend frugally. It was discussed if Ms. Connor notices spending then it needs to be brought to Mr. Ventresco's attention and then brought to the Board. Selectman Kurk said spending is for only absolutely necessary items. Mr. Ventresco said to be clear it is the department heads decision. Mr. Ventresco agrees with Selectman Lacasse's presentation for cutting the budget. Vice Chairman Clark said they would be doing the department heads jobs by telling them exactly the amount they can spend. Mr. Ventresco said there was confusion because they voted on the spending restriction but there was not a vote to cancel it, just a discussion.

Selectman Kurk said she feels the Board is not in agreement on what to do. Chairman Clow does not want a decision made tonight and wants a firm decision on what to do at their regular meeting next week.

**Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 8:25 p.m. under RSA 91-A:3, II (a) & (c). A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Kurk seconded to come out of non public session at 9:10 p.m. A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0**

**Selectman Lacasse moved, Chairman Clow seconded to seal and restrict the minutes of the non public session. Passed 5-0-0**

## ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary